

## **WARREN COUNTY BOARD OF SUPERVISORS**

**COMMITTEE: ECONOMIC GROWTH & DEVELOPMENT**

**DATE: NOVEMBER 26, 2014**

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**COMMITTEE MEMBERS PRESENT:**

SUPERVISORS TAYLOR  
MONROE  
WOOD  
BEATY  
STROUGH

**OTHERS PRESENT:**

WAYNE LAMOTHE, COUNTY PLANNER  
PATRICIA TATICH, ASSOCIATE PLANNER  
ED BARTHOLOMEW, PRESIDENT OF THE ECONOMIC DEVELOPMENT  
CORPORATION  
KEVIN B. GERAGHTY, CHAIRMAN OF THE BOARD  
JOAN SADY, CLERK OF THE BOARD  
FRANK E. THOMAS, BUDGET OFFICER  
SUPERVISORS MERLINO  
MCDEVITT  
SIMPSON  
TRIP SHANNON, HUDSON HEADWATERS HEALTH NETWORK  
AMANDA ALLEN, DEPUTY CLERK OF THE BOARD

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Mr. Taylor called the meeting of the Economic Growth & Development Committee to order at 11:15 a.m.

Motion was made by Ms. Wood, seconded by Mr. Beaty and carried unanimously to approve the minutes of the previous Committee meeting, subject to correction by the Clerk of the Board.

Mr. Taylor stated that a Public Hearing would be held during this meeting for the Community Development Block Grant (CDBG) Small Cities Grant Program award for the new Warrensburg Health Center and he declared the Public Hearing open at 11:16 a.m.

Privilege of the floor was extended to Wayne LaMothe, County Planner, who distributed copies of the agenda to the Committee members and read the Notice of Public Hearing aloud; *copies of the agenda and Notice of Public Hearing are on file with the minutes.*

Mr. LaMothe explained the County had applied for and received funding in 2012 to assist with the construction of the new Warrensburg Health Center. He noted the application had been submitted as an economic development activity and New York State had amended it as a public facilities application which had different requirements. He stated the County had been awarded \$400,000 of which \$350,000 had been forwarded to Hudson Headwaters Health Network (HHHN) to offset construction costs. Mr. LaMothe introduced Trip Shannon, of HHHN, and requested that Mr. Shannon provide an update.

Mr. Shannon informed the project was currently on schedule and HHHN should be taking ownership of the facility in mid to late February. He anticipated the Warrensburg Health Center would open in March or April of 2015 following the relocation and installation of equipment. He noted the current facility would be demolished following the opening of the new facility and the demolition plan included the removal of asbestos. He apprised the current facility would be paved as a parking lot when the weather allowed and a portion would be used as part of the community park. Mr. Shannon said the construction of the new Warrensburg Health Center had been paid for by a combination of the CDBG Small Cities grant in the amount of \$400,000; a Federal grant in the amount of \$5 million; and fundraising efforts by HHHN of over \$2 million. He noted the total cost of the project was approximately \$12.2 million. He informed HHHN was in discussions with Glens Falls Hospital

pertaining to the expansion of services and HHHN's obstetrical/gynecological (OB/GYN) services would be expanded to North Country OB/GYN at 90 South Street in the City of Glens Falls. Mr. Shannon thanked Warren County, the Planning & Community Development Department and Martin Auffredou, County Attorney, for all of the assistance provided with the grant application process. He advised HHHN was aware they had a commitment to provide data for the next couple of years. He stated that overall, this had been a great project and they were looking forward to a whole new health facility for the North Country in 2015.

Mr. Taylor asked if there was anyone wishing to speak on the Public Hearing; as there were no comments, Mr. Taylor announced the Public Hearing would remain open as they continued the agenda review to allow anyone wishing to speak the opportunity to do so.

Continuing with the agenda review, Mr. LaMothe requested the adoption of a Minority and Women Owned Business Enterprise (MWBE) and Equal Employment Opportunity (EEO) Plan for the purpose of administration of a grant award from the New York State Department of State (NYSDOS). He said he had spoken with the County Attorney's Office, the Purchasing Office and the Human Resources and Civil Service Administration to ensure the County would be in full compliance with the MWBE and EEO requirements.

Motion was made by Ms. Wood, seconded by Mr. Monroe and carried unanimously to adopt a MWBE and EEO Plan for the purpose of administration of a grant award from the NYSDOS as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the December 19, 2014 Board Meeting.*

Mr. LaMothe informed that representatives from New York State had visited the Planning & Community Development Offices on Monday, November 24, 2014 to deliver address point data for the new Enhanced 911 System. He advised there had been a mistake in the boundaries for Warren County so the data would be revised and returned. He stated the agenda packet contained a copy of Local Law No. 3 of 2011 which had set the fees for Geographic Information Systems (GIS) and E-911 addressing services. He informed there were approximately 1,600 parcels in Warren County which had residences but did not currently have 911 addresses. He explained that 911 addresses had commenced in the late 1960's to early 1970's. He commented that 911 addresses were generated for such activities as power pole placement and mortgages; however, he continued, there were a number of parcels in Warren County which did not have mortgages and had not required power pole placements and therefore had never acquired a 911 address.

Mr. LaMothe apprised the new Enhanced 911 System would require every parcel to have a 911 address. He explained the County currently charged a \$15 fee to generate an E-911 address. He pointed out the Planning & Community Development Department did not have the necessary staff time to allow for the billing of 1,600 parcels for the generation of E-911 addresses. According to New York State, he continued, Warren County was the only County that charged for this service and he noted the Town of Queensbury completed their own E-911 addressing and did not charge a fee. He commented Warren County also had about 3,000 vacant parcels which did not have 911 addresses. The paperwork necessary to bill for the E-911 addressing, he mentioned, would overwhelm the Office as it was not possible to complete this service online. He stated they had a year or two to deal with the issue but he was concerned with the fairness of billing people for a service that they had no knowledge of.

Mr. Taylor said his understanding was that it would cost the County more than \$15 per parcel to complete the E-911 addressing and Mr. LaMothe responded that it generally did cost more;

however, he added, if the Department was able to use aerial imagery or existing mapping then the process was relatively simple. Mr. LaMothe added that with the involved fee, it was necessary to collect the payments, submit them to the County Treasurer's Office, provide a receipt to the property owners and provide their E-911 address. He noted the E-911 addressing fee had been established during a period of time that the County was looking for ways to increase the amount of revenues generated by each Department. He commented the Planning & Community Development Department had eight full time employees at that time but now they had two full time employees and several part time employees. Mr. LaMothe stated he had wanted to bring the issue to the Committee's attention and he would speak to the County Administrator to determine some sort of solution.

Mr. Beaty asked the amount of revenue generated by the E-911 addressing fee and Mr. LaMothe replied the Department completed approximately 150 to 200 E-911 addresses per year, generating \$2,250 to \$3,000. Mr. Beaty asked if that was for the entire County and Mr. LaMothe reiterated that the Town of Queensbury completed their own E-911 addressing and he was unsure if the City of Glens Falls did their own. Mr. Taylor asked if the Town of Queensbury charged for the services and Mr. Strough replied in the negative. Mr. Strough said he could not imagine someone telling him that they would change his address to meet the E-911 addressing requirements and then charge him for the service. Following a brief discussion on the matter, it was the consensus of the Committee to discuss the possible elimination of the E-911 addressing fee at a future meeting.

Mr. LaMothe requested authorization to submit a grant application to the New York State Department of Environmental Conservation (NYSDEC) Smart Growth Implementation Program in an amount not to exceed \$75,000. He explained the NYSDEC had announced the Smart Growth Implementation funding round with a January 30, 2015 submission deadline. He advised he did not currently have a specific project to recommend for the use of the grant funding but he would like to keep the option of submitting the grant application open. He noted if there was any matching fund requirement for the grant, it would need to be provided by the municipality in which the project was completed. He added the County would only need to provide staff time, as needed for administration of the grant.

Motion was made by Ms. Wood, seconded by Mr. Strough and carried unanimously to authorize the County Planner to submit a grant application to the NYSDEC Smart Growth Implementation Program in an amount not to exceed \$75,000. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the December 19, 2014 Board Meeting.*

Mr. LaMothe requested a contract with Shannon Rose Design in the amount of \$3,663 to design new informational panels for the Lake George Visitor's Center in association with the First Wilderness Heritage Corridor Program for a term commencing January 1, 2015 and terminating July 1, 2015. He explained they were in the process of designing the informational kiosks for the First Wilderness Heritage Corridor Program and would update the current panels located in the Lake George Visitor's Center. He noted they would also add the appropriate logos for the New York State Department of State and the First Wilderness Heritage Corridor Program. He informed Shannon Rose Design had completed the first set of informational panels and had some proprietary ownership of the existing layout and design. He said he had spoken with Julie Pacyna, Purchasing Agent, who advised that Shannon Rose Design would be considered a sole source provider because they already owned the rights to the existing panels. He stated the cost was modest and would be covered by grant funding.

Motion was made by Ms. Wood, seconded by Mr. Strough and carried unanimously to authorize a contract with Shannon Rose Design as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the December 19, 2014 Board Meeting.*

Mr. LaMothe stated the last six pages of the agenda packet reflected a status update of the current grant programs under the Local Waterfront Revitalization Program (LWRP). He noted there were 31 separate projects identified in various phases. He commented the total of all of the current LWRP projects was a little over \$5 million. He pointed out there was currently one LWRP grant application pending and they hoped it would be included in the December 10, 2014 grant award announcement. He noted there was also a Small Cities Grant application for \$400,000 pertaining to a sewer line connection for Countryside Adult Home.

Paul Dusek, County Administrator, informed that at a recent Department Head Meeting, a request had been made for all Department Heads to use a new agenda format which had been used by Mr. LaMothe for this meeting. He said the purpose was to ensure that all Board members would know the exact order of all business regardless of which Committee meeting they attended. He explained one of the attributes of the new agenda format was that Committee Actions Requested were specified with the rationale of why the action was being requested. He further explained the Department Heads were requested to submit their proposed agendas with the attachments two days in advance of the Committee meetings. He noted the new agenda format ensured the action items would be addressed at the beginning of the meetings and information for discussion or review would be addressed at the end of the meetings. He pointed out all of the attachments would be listed on the agenda and would also be sent in advance of the meeting. He added Committee meeting agendas would be posted on the Warren County website. He complemented Mr. LaMothe on the quickness of utilizing the new agenda format and noted he was the first Department Head to do so.

Mr. LaMothe recalled the Public Hearing was still open and Mr. Taylor closed the Public Hearing at 11:34 a.m.

This concluded the Planning & Community Development portion of the Committee Meeting and the Economic Development Corporation (EDC) portion of the meeting commenced at 11:35 a.m.

Privilege of the floor was extended to Ed Bartholomew, President of the EDC, who distributed a handout entitled "Agriculture & Healthy Communities" to the Committee members; *a copy of the handout is on file with the minutes.*

Mr. Bartholomew recalled at the previous Committee Meeting he had mentioned the EDC would be undertaking the Environmental Protection Agency (EPA) job training program at the facility located at the corner of Luzerne, Sherman and Veterans Roads. He noted the program was underway and currently had 26 applicants. He noted the program would conclude in late December and they hoped to have another class of 25 to 30 applicants beginning in January or February of 2015 with a final class to be held in the early summer. He mentioned there would be a total of about 75 individuals who would be eligible for employment. He said the EDC would work in conjunction with the One Stop Career Center and the New York State Department of Labor (NYSDOL) and they had targeted a number of area employers to match the skills learned through the job training. Mr. Bartholomew noted the estimated cost of job training per person was approximately \$7,500 and certificates would be issued to each individual. He commented the job training programs included: HAZMAT (hazardous materials); asbestos removal; risk assessment; and forklift operator. He added some of the employers would supplement the job training with their own on-the-job training. He stated

if the EDC was successful with all three rounds of grant funding, there was an 80% job placement requirement and it was necessary to track the employment of the participants for five years. He advised the EPA grant was in the amount of \$200,000 and there were no local matching funds required. He reported the participants were from Warren, Washington and Saratoga Counties and there was one participant from Essex County.

Mr. Beaty asked if admission to the job training classes was competitive and Mr. Bartholomew replied the individuals were required to be unemployed or under employed and the EDC worked closely with the NYSDOL in the selection of applicants. Mr. Bartholomew commented that about 40 people applied for the first round of job training; however, he continued, 14 individuals dropped out due to obtaining employment or health reasons. He informed the EDC worked with Glens Falls Hospital for the two random drug and alcohol tests which were performed on the applicants during the course of the program and if an applicant failed these tests they were removed from the program. Mr. Beaty inquired about the means of locating the applicants and Mr. Bartholomew responded the majority of the applicants were already in the NYSDOL database as seeking employment; however, he added, the EDC did advertise the job training program in the *Post Star* and on the radio. Mr. Bartholomew commented the second round of job training would be advertised after the holiday season. He added the applicants were not required to be in the NYSDOL database, as long as they were unemployed or under employed. He noted applicants would be screened by the NYSDOL and would undergo a medical screening to ensure they were in good physical condition. Mr. Taylor remarked this was an impressive program and he appreciated the EDC's time and effort in administering it. He noted the training facility was impressive, as well and he encouraged the Committee members to visit the location.

Mr. Bartholomew informed the EDC had provided funding for a company called Sheet Labels and they had recently moved into their new facility on Pruyn's Island. He reminded the Committee members that Sheet Labels had looked seriously into relocating to Warren County. He said they were settling in and would have a grand opening in January of 2015. He commented the facility would have 26 employees but they were purchasing a new piece of equipment and hoped to hire an additional 4 to 5 employees to operate it.

Referring to the handout, Mr. Bartholomew informed, the Agriculture & Health Communities Project would be a collaboration between the EDC and the Adirondack Gateway Council. He noted a meeting would be held on Tuesday, December 9, 2014 from 10:00 a.m. until 12:00 p.m. at Emerson Memorial Town Hall in Warrensburg and would focus on agriculture in Warren County. He pointed out a couple of meetings had already taken place for agriculture in Washington County. He stated the December 9<sup>th</sup> meeting would feature a variety of local farmers and maple syrup producers. He said they hoped to develop a program which would highlight the agricultural related activities in Warren County. He informed they would get involved with the farmer's markets to advertise and promote their locations. He commented Warren and Washington Counties had a number of fine products, such as apple cider, maple syrup, goat cheese, produce, etc. and the overall plan was to try to develop a better way to market and promote these locally produced products on a more regional basis. Mr. Monroe noted his daughter had recently returned from San Francisco where she had purchased goat cheese produced in the Town of Thurman and Mr. Bartholomew replied it was difficult to find the goat cheese sold locally. Mr. Beaty commented that Ms. Wood said some of the fine dining restaurants in Virginia advertised that their cheeses were from Thurman. Ms. Wood pointed out that for a short while Price Chopper had carried the goat cheese in their specialty cheese section. She added Hannaford carried the goat cheese which could also be purchased directly from the cheese farm or during any of the Thurman town events, such as Maple Days. Mr. Bartholomew

reiterated the EDC and the Adirondack Gateway Council wanted to highlight the availability of these goods in the area. He pointed out there were a total of 17 farmer's markets in the region of Warren, Washington and Northern Saratoga Counties. He said Patricia Tatich, Associate Planner, had been helpful by attending a meeting in Salem in September where discussions had been held with local farmers.

Mr. Bartholomew stated another facet that the EDC was working in conjunction with the Adirondack Gateway Council on was broadband and wireless internet. He said they had received the initial approval from Housing and Urban Development (HUD) to obtain additional funding in order to commence Phase 2. He reported meetings had been held in September in the Towns of Hadley and Chester and the next goal was to assemble area officials and public safety professionals to stress that cell coverage was important for communication, commerce and public safety. He noted businesses wanted the ability to use smart phone technology to receive credit card payments which was not currently possible in certain sections of Granville, Salem, Johnsbury, Chester, etc. He commented Phase 2 would also include meetings with area providers (Verizon, Sprint, etc.) to determine their plans for expanding cell phone coverage. Lastly, he continued, they would submit grant applications to New York State, the United States Department of Agriculture (USDA) and the Federal Communications Commission (FCC) for improved broadband connections.

Mr. Bartholomew informed there would be a grant award announcement on December 10, 2014. He said if the region did well there was a good chance many of the Warren County projects would be funded. He mentioned the region had been number one last year and if they dropped down to the bottom five this year, the projects would either not be funded or would receive reduced funding. He stated EDC had a diversity of projects in manufacturing. He mentioned Finch Pruyn Paper had submitted a \$20 million project for a modernization plan and were seeking \$2 to \$3 million in grant funding. He said there were a number of projects for Lake George including a sanitary wastewater treatment plant. He commented there were a couple of feasibility studies relating to passenger rail and the possibility of a ski museum which had been submitted, as well.

Finally, Mr. Bartholomew circulated a copy of *Site Selection Magazine* to the Committee members and noted this publication was reviewed by a lot of national real estate firms and site selectors. He pointed out the EDC had taken out an ad in the most recent edition of this publication to highlight Warren County's major industries, such as forestry, paper products and medical devices. He invited the Committee members to the EDC' Holiday Mixer to be held at the Queensbury Hotel on December 11, 2014. He advised the EDC was requesting attendees of the Holiday Mixer to donate canned goods which would be given to the North Country Food Ministry and Big Brothers/Big Sisters.

There being no further business to come before the Economic Growth & Development Committee, on motion made by Ms. Wood and seconded by Mr. Strough, Mr. Taylor adjourned the meeting at 11:48 a.m.

Respectfully submitted,  
Amanda Allen, Deputy Clerk of the Board  
As typed by Charlene DiResta, Sr. Legislative Office Specialist